

Date. 14/07/ 2022

To,  
**Additional CEO,**  
**Aurangabad Smart City Development Corporation Limited**  
Aurangabad

**Subject:** Required leave from 18<sup>th</sup>-29<sup>th</sup> July 2022

Dear Sir,

There is marriage ceremony of my sister on 24<sup>th</sup> July 2022 therefore I need to be available for the family engagements. Request you to grant me leave from 18<sup>th</sup> – 29<sup>th</sup> July 2022. I would resume my duty on 30<sup>th</sup> July 2022 at office.

Kindly consider my leave application.

**Yours Sincerely,**

Syed Faiz Ali

Project Engineer,ASCDCL